

KOKRAJHAR UNIVERSITY, KOKRAJHAR

TENDER DOCUMENT

For

Notice Inviting Quotation for Printing and Supply of Magazine *Onzima*

At

Kokrajhar University, Kokrajhar, BTC, Assam



Tender Notice No.: KU/Tender/21/2025/151(A)

Date of Issue: 09-09-2025

Last Date of Submission: 18-09-2025

Issued By:
Office of the Registrar
Kokrajhar University
Kokrajhar – 783370
BTR, Assam

KOKRAJHAR UNIVERSITY, KOKRAJHAR

No. KU/TENDER/21/2025/151(A)

Dated: 09-09-2025

NOTICE INVITING TENDER (NIT)

Sealed quotations are invited from reputed and experienced suppliers/firms for **Printing and Supply of Magazine *Onzima* at Kokrajhar University, Kokrajhar, BTC, Assam.** The details of requirements, submission procedures and terms are as follows:

1. Scope of Supply

The selected supplier will be responsible for printing and delivery of:

- Magazine *Onzima* – Double Crown 13.6 kg paper containing **160 pages**, with **4-colour laminated cover**, **8 inside colour pages** and **400 No. of copies** (including GST).

2. Eligibility Criteria

Suppliers/firms intending to participate must fulfill the following:

- i. Registered firm/company with valid GST registration.
- ii. Possess a valid PAN card.
- iii. Relevant experience in printing/supply of magazines/journals to government/educational institutions.
- iv. Must not have been blacklisted by any government organization or PSU.

3. Important Dates

- **Last Date & Time for Submission of Bids:** 18-09-2025 up to 4:00 PM
- **Date & Time of Opening of Bids:** 09-09-2025 at 2:00 PM
- **Venue for Opening of Bids:** Office of the Registrar, Kokrajhar University, Kokrajhar

KOKRAJHAR UNIVERSITY, KOKRAJHAR

4. Documents to be submitted with Technical Bid

Quotations must be submitted in a sealed envelope marked "*Quotation for Printing and Supply of Magazin Onzima, Kokrajhar University*" and should include:

- a. Company profile on official letterhead
- b. Copy of PAN card
- c. Copy of GST registration certificate
- d. Experience certificates from institutions (desirable)

Incomplete or unsigned quotations will be rejected.

5. Terms and Conditions

- I. **Validity:** Quotation rates must remain valid for at least 90 days from the date of opening.
- II. **Delivery:** The magazines must be supplied to Kokrajhar University within 25 days of issue of the supply order.
- III. **Payment:** Payment will be made only after successful delivery and inspection by the University Purchase Committee.
- IV. **Taxes:** a. All applicable taxes must be clearly mentioned. GST number must be provided.
b. 2% of the total tax must be indicated in the bill.
- V. **Right of Rejection:** The University reserves the right to accept or reject any or all quotations without assigning any reason.
- VI. **Penalty:** Delay in supply will attract a penalty of 0.5% of the order value per week (maximum 10%).
- VII. **Dispute:** Any dispute shall fall under the jurisdiction of Kokrajhar courts only.

6. Submission of Bids

The bids, complete in all respects and duly signed by the authorized signatory, should be submitted in a sealed envelope super-scribed "*Quotation for Printing and Supply of Magazine Onzima, Kokrajhar University*" and addressed to:

The Registrar,
Kokrajhar University,
Kokrajhar – 783370, BTC, Assam.


Registrar
Kokrajhar University
Kokrajhar – 783370
Registrar
Kokrajhar University
Kokrajhar